

CLASS TITLE: ASSISTANT TAX ADMINISTRATOR (TAXATION)

Class Code: 02681900

Pay Grade: 47A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Revenue (DOR) Division of Taxation, to provide administrative and executive assistance to the Tax Administrator in the exercise of their powers and duties relating to the assessment and collection of state tax revenues and the analysis of tax revenue structure; to assist the Tax Administrator in the overall direction of the activities of the Tax Assessment and Review staff and the Audit and Investigations staff and other Units within the Division of Taxation as needed; to act for the Tax Administrator in case of their absence or inability to discharge the powers and duties of their office; to assist in the planning, development, analysis, and review of all tax and fee structures, both corporate and individual, for tax policy improvement; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Tax Administrator; consults with the Tax Administrator on important interpretations of law, policy, and major administrative problems.

SUPERVISION EXERCISED: Assists the Tax Administrator in the administrative and technical supervision of the work of employees of the Division; consults with, advises, and oversees subordinates relative to the work of the Division.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Revenue (DOR) Division of Taxation, to provide administrative and executive assistance to the Tax Administrator in the exercise of their powers and duties relating to the assessment and collection of state tax revenues and the analysis of tax revenue structure.

To assist the Tax Administrator in the overall direction of the activities of the Tax Assessment and Review staff and the Audit and Investigations staff and other Units within the Division of Taxation as needed.

To act for the Tax Administrator in case of their absence or inability to discharge the powers and duties of their office.

To assist in the planning, development, analysis, and review of all tax and fee structures, both corporate and individual, for tax policy improvement.

To assist in the formulation of the state tax policies and provide necessary factual data analysis and technical assistance.

To assist the Tax Administrator in analyzing the state tax laws and rate structure and to assist in the drafting of legislation.

To prepare, or direct the preparation of, accurate and informative reports on taxation containing findings, analyses, conclusions, and recommendations.

To prepare technical correspondence on tax policy and related matters.

To serve as an effective liaison with other state departments or agencies as well as federal agencies.

To attend meetings and conferences involving federal, state, and local officials, professionals, and the public, and as required to represent the Tax Administrator.

As required, to assist and represent the Tax Administrator concerning personnel/labor relations matters and negotiations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of state tax law and the ability to comprehend, analyze, and interpret state and federal tax laws and regulations; a thorough knowledge of the principles, practices and procedures of modern state tax administration; knowledge of federal tax laws as they relate and apply to state tax laws; a thorough knowledge of the principles and practices of tax practice and policy and the ability to analyze and interpret financial statements as they relate to the assessment and determination of state tax liability; knowledge of complex statistical methods and techniques; the ability to interpret division policies, standards and procedures; the ability to productively conduct and participate in a variety of hearings, forums, conferences and meetings; the ability to give assignments and instructions to the employees of the division and to direct the performance of their work; the ability to act for the Tax Administrator and as a representative of the division when so authorized; the ability to prepare clear and concise reports containing findings, analyses, conclusions, and recommendations; the ability to develop and maintain effective employee and public relations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from a college of recognized standing with a Master's degree in Accounting, Business Administration, Taxation, Business Management, or a closely related field; and

Experience: A minimum of five (5) years of employment in a management or supervisory capacity with relevant tax experience with considerable employment and with responsibility for researching, evaluating, monitoring, and communicating tax policy.

Or, Possession of a Bachelor's degree from a college of recognized standing in Accounting, Business Administration, Taxation, Business Management or a closely related field and at least seven (7) years of employment in a management or supervisory capacity with relevant tax experience with considerable employment and with responsibility for researching, evaluating, monitoring, and communicating tax policy.

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